

## Utah eReport

### Instructions

#### Method 1 - Web Forms (For Small Operators With Only a Few Wells)

1. Once you have received notification that your registration has been approved (see "Getting Started" above), log back into the system.
2. Go to "File My eReport Online" and click on the '+' sign.
3. Click on the desired report (for example, Monthly Production Report or Monthly Disposition Report).
4. Select the appropriate Operator and Report Period, and click on "Submit Query".
5. Click on the API number for each well and enter the appropriate data; click on the "Save" button for each well.
6. Once your report data has been entered and saved, click on "Review My eReport for Submittal".
7. Select the appropriate Operator and Report Period, and click on "Review".
8. Click on the "Validate & Submit" button.  
-- If your report passes a series of built-in validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining. -- If your report fails the built-in validation checks, a list of problems will be shown. Go back to your reports by clicking on the appropriate "Review... Report" buttons and fix the errors. You can then resubmit the report by again clicking on the "Validate & Submit" button. Call (801) 538-5331 or (801) 538-5275 for assistance.
9. Once your report has been accepted, click on "Logoff eReport" to exit the system.